Subj: Correspondence and Chits

Ref: (a) SECNAV M-5216.5  
     (b) OPNAVINST 5215.17  
     (c) SUPERINST 1000.22B  
     (d) CCIR and FFIR

Encl: (1) NAVPERS 1336-3  
      (2) Light Duty Chit  
      (3) Special Request Chit Instructions  
      (4) Light Duty Chit Instructions  
      (5) Leave/Special Liberty Chit Instructions  
      (6) Liberty Boundaries  
      (7) Standard Naval Letter Format Example  
      (8) Proper Email Etiquette

1. **Purpose.** This instruction establishes the policies and procedures regarding the submittal of formal correspondence and chits. A chit can refer to any official document that is submitted via the chain of command (COC). Formal correspondence refers to any signed email or letter that is written in accordance with proper Naval Letter format.

2. **Discussion.** As an officer in the United States Navy or the United States Marine Corps, proper Naval Letter format is crucial when writing to both superiors and subordinates. All members of the Naval Reserve Officer Training Corps, University of Arizona (NROTC), must be able to properly write and submit chits and correspondence.

3. **Policy.** Listed below are the key aspects of policies regarding chits and correspondence.

   a. **Chits.** A chit can refer to any official document that is submitted via the COC. The types of chits that can be submitted includes, but is not limited to: Special Request Chits, Light Duty Chits, and Leave and Special Liberty Chits.

   (1) **Special Request Chits.** Special Request Chits are a means of formal communication between Midshipmen, OCs, MECEPs, and the COC. Possible reasons for submitting Special Request
Chits include, but are not limited to: absence from any required NROTC event, Special Liberty (out of the liberty boundaries, found in Enclosure (6), or foreign travel) for Midshipmen, dropping a class, or getting a tattoo. Special Request Chits will be completed using NAVPERS 1336/3, Enclosure (1). Special Request Chits will be routed up the COC via email from Marching Member to Squad Leader to Platoon Commander to Company Executive Officer (XO) to Battalion XO and finally to either the Battalion Advisor (for missing Battalion events) or to the Class Advisor (for tattoos, academic requests, etc.). If an NROTC student has a billet outside of the previously listed billets, they will route the chit to the succeeding billet in accordance with the list above. Instructions on how to properly complete a Special Request Chit are found in Enclosure (3). If any NROTC classes will be missed, permission from the instructor is needed as the chit is not sufficient to miss any NROTC class. Special Request Chits must be submitted to the appropriate advisor two weeks prior to the FROM date requested on the chit. Special Request Chits will be denied if not completed fully or submitted in the appropriate timeline outlined above.

(2) **Light Duty Chits.** Light Duty Chits are a means of formal communication between students and the COC regarding injuries and any other medical reasons for Light Duty status. Due to the private nature of medical documentation, Light Duty Chits will **NOT** be transmitted electronically using NAVPERS 1336/3. Therefore, all Light Duty Chits will be submitted solely using a physical copy of the Light Duty Chit, Enclosure (2). The Light Duty Chits will be signed by a medical physician stating what ailment, physical restrictions, and duration of recovery the NROTC student requires. Once signed by a medical physician, the Light Duty Chit will be submitted via the COC from Marching Member to Platoon Commander to Company XO to Battalion XO to the Battalion Advisor. If an NROTC student has a billet outside of the previously listed billets, they will route the chit to the succeeding billet in accordance with the list above. Instructions on how to properly complete a Light Duty Chit are found in Enclosure (4). Light Duty Chits must be submitted to the appropriate advisor within **two business days** (Monday through
Friday) of the date of injury. **Immediately** upon injury or sickness, the student must properly inform his or her chain of command as to the nature of the sickness or injury and whether or not a Battalion event will be missed (i.e. physical training (PT)).

i. **Missing PT Due to Illness or Injury.** The only acceptable reason for missing unit PT muster is hospitalization. **All other illnesses or injuries do not constitute missing the PT event muster.** The following procedures apply to individuals who become ill or injured within a 24 hour period prior to a PT event AND are admitted into the emergency room or hospital.

1. Treat sickness or injury.

2. Immediately inform the chain of command of sickness or injury. (See Reference D)


4. Do not attend PT muster.

5. The Light Duty Chit is due within two business days after being released from the hospital.

(3) **Leave and Special Liberty Chits.** Leave Chits can be submitted only by Active Duty personnel (Officer Candidates (OCs) and Marine Corps Enlisted Commissioning Education Program (MECEPs)). OCs and MECEPs will submit Leave Chits to their respective academic advisors and inform the NROTC Battalion COC via Special Request Chit following the policies listed in Paragraph 3.A.1. OCs and MECEPs will also submit the request via Navy Standard Integrated Personnel System (NSIPS) or Marine Online (MOL) respectively.

b. **Correspondence.** Enclosure (7) contains an example of proper Standard Naval Letter Format. All correspondence is governed by Reference (a).
4. Procedures. Listed below are the procedures to be followed regarding chits and formal correspondence. More detailed procedures and instructions can be found in Enclosures (3), (4), and (5).

   a. **Special Request Chit**

      (1) Attain NAVPERS 1336/3, Enclosure (1).

      (2) Complete boxes 1 - 12 as shown in Enclosure (3). Be as descriptive as possible when completing these boxes. If applicable, include specific details regarding time and date, what is being requested, and what NROTC events will be missed. The chit will be sent back to the originator for correction if it is not.

      (3) Digitally sign box 13.

      (4) Submit to next individual in the COC as stated in Paragraph 3.A.1.

   b. **Light Duty Chit**

      (1) Attain Light Duty Chit, Enclosure (2).

      (2) Complete all items under the section titled *Patient Information*.

      (3) Print and bring a physical copy to a medical physician.

      (4) Have medical physician complete all items under the section titled *Healthcare Provider*.

      (5) Print and sign on the lines labeled *Patient*.

      (6) Submit physical copy to the next individual in the COC as stated in Paragraph 3.A.2.

   P. L. WALL
# SPECIAL REQUEST/AUTHORIZATION

**PRIVACY ACT STATEMENT**
The authority to request this information is contained in 5 USC 201.
The principle purpose of the information is to enable you to make known your desire for items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested.
Completion of the form is mandatory. Failure to provide required information may result in delay in response to or disapproval of your request.

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<tr>
<th>1. NAME:</th>
<th>2. RATE:</th>
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<tr>
<th>3. SHIP OR STATION:</th>
<th>4. DATE OF REQUEST (YYYY/MM/DD)</th>
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<th>5. DEPARTMENT/DIVISION:</th>
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<tr>
<th>7. NATURE OF REQUEST:</th>
<th>8. NO. OF DAYS REQUESTED:</th>
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<tr>
<td>☐ LEAVE</td>
<td>FROM (DATE AND TIME):</td>
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<tr>
<td>☐ SPECIAL LIBERTY</td>
<td>TO (DATE AND TIME):</td>
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<td>☐ SPECIAL PAY</td>
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<td>☐ COMMUTED RATIONS</td>
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<td>☐ OTHER (BELOW)</td>
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<th>9. DISTANCE (MILES):</th>
<th>10. LEAVE ADDRESS:</th>
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<tr>
<th>11. TELEPHONE NUMBER:</th>
<th>12. REASON FOR REQUEST:</th>
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**13. SIGNATURE OF APPLICANT** (Use GAC for digital signature)

**14. I am eligible and obligate myself to perform all duties of person making application.**

**15. RECOMMENDED APPROVAL**

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<th>☐ NO</th>
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**16. RECOMMENDED APPROVAL**

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**17. RECOMMENDED APPROVAL**

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**18. RECOMMENDED APPROVAL**

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**19. RECOMMENDED APPROVAL**

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**20. RECOMMENDED APPROVAL**

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<th>☐ YES</th>
<th>☐ NO</th>
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**21. **

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<th>☐ APPROVED</th>
<th>☐ DISAPPROVED</th>
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**22. REASON FOR DISAPPROVAL:**

NAVPEFRS 1336/3 (Rev. 10-2011) FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
University of Arizona Naval ROTC
Light Duty Chit

Patient Information

Name (Last, First Ml.):

Platoon / Squad:

Description of Injury / Illness:

Date and Time Injury/Illness occurred:

Healthcare Provider

Patient Diagnosis:

Treatment:

Minimum Recovery Time:

Should Patient be placed on restricted or limited duty status? Yes / no

Beginning Date:

Ending Date:

If yes, circle specific kinds of activities that patient should not participate in:

- Running
- Heavy Lifting
- Push-ups
- Pull-ups
- Abdominal exercises
- Swimming
- Carrying Loads on the Back
- Leg Exercises (squats, jumps, lunges)

Dates of Follow-Up Exams:

Notes:

Name of Health Care Provider:

Phone Number:

Signature:

Enclosure (2)
I, __________________, do certify that the information presented in this document is accurate and up to date. I also agree to keep my chain of command informed on any follow up appointments or changes on the status of my condition.

Patient Signature: ____________________________________________

Platoon Commander Signature: ________________________________

Company Executive Officer Signature: ____________________________
Special Request Chit Instructions

1. Attain NAVPERS 1336/3
2. BOX 1 = LAST NAME, FIRST NAME, MIDDLE INITIAL
3. BOX 2 = MIDN #/C or OC or MECEP
4. BOX 3 = UNIVERSITY OF ARIZONA
5. BOX 4 = CURRENT DATE (YYYYMMDD)
6. BOX 5 = COMPANY and PLATOON
7. BOX 6 = SQUAD
8. BOX 7 = SELECT APPROPRIATE BOX*
   a. MIDN do NOT accrue LEAVE and must select SPECIAL LIBERTY if requesting to miss Battalion Event
   b. Select OTHER if Special Request Chit refers to tattoos, academic requests, etc.
9. BOX 8 = # of Days Requested. The FROM and TO Box must include both Date (YYYYMMDD) and Time (0000)
   a. If this does not apply, enter N/A
10. BOX 9 = Approximate distance in MILES that will be travelled during Special Liberty and select the appropriate Mode of Travel Box
    a. If this does not apply, enter N/A and do not select Mode of Travel Box
11. BOX 10 = Complete address of the destination of travel
    a. If this does not apply, enter N/A
12. BOX 11 = Best phone number to be contacted if necessary
13. BOX 12 = Complete with as much detail as possible in the manner shown below. List all Battalion events and classes that will be missed.

   a. "Respectfully Request (R/R) to ___ from YYYYMMDD to YYYYMMDD in order to (IOT) ____. The NROTc Battalion events that will be missed include ___ and the NROTc classes that will be missed are ___.”

14. BOX 13 = Digital signature

   a. Must have Adobe Acrobat Reader DC downloaded on computer.

   b. A red arrow will appear in the top left corner allowing for digital signature.

   c. If you do NOT have a digital signature setup, select Configure New Digital ID then Create a new Digital ID.

   d. Once completed, select Box 13 again and sign with Digital ID that you just created.

15. Email copy to next individual in the COC as stated in Paragraph 3.A.1.
Light Duty Chit Instructions

1. Attain Light Duty Chit, Enclosure (2).

2. Complete all items under the section titled Patient Information.
   a. Where it states Platoon / Squad, ensure that the Company is included. If Battalion, Company, or Platoon Staff, state current billet.

3. Print and bring the physical copy to a medical physician.

4. Have medical physician complete all items under the section titled Healthcare Provider.
   a. Ensure that the medical physician completes all aspects of the Light Duty Chit.

5. Print and sign on the lines labeled Patient.

6. Submit physical copy to the next individual in the COC as stated in Paragraph 3.A.2.
Leave/Special Liberty Request Chits

1. OCs and MECEPs will submit their leave chits via their respective online systems. NSIPS for OCs and MOL for MECEPs. These leave chits will be submitted to their respective academic advisors.

2. Once completed, OCs and MECEPs will complete a Special Request Chit in accordance with Paragraph 3.A.1 and Enclosure (3) in order to (IOT) inform the Battalion Chain of Command (COC).
The University of Arizona NROTC Liberty Boundaries
% From: "Activity head. name of activity. location when needed
% To: "Title, name of activity (Code). location when needed
% Via: "(1) Title, name of activity (Code). location when needed
% (2) Same as Via (1) above
% Subj: "NORMAL WORD ORDER WITH ALL LETTERS
% CAPITALIZED AND NO PUNCTUATION
% Ref: "(a) Communication or document that bears
% directly on the subject at hand
% Encl: "(1) Title of Material – enclosed with letter
% (2) Title of Material (sep cover) – not enclosed with letter
% 1. This example shows the first page of a two-page standard letter.
% Included are many of the elements that might appear on a standard letter.
% 2. Start the "From:" line on the second line below the date line. The
date may be typed or stamped.
% 3. Arrange paragraphs as shown in figure 7-8.
% a. Do not start a paragraph at the bottom of the page unless at least
two lines of text will remain on that page and at least two lines of text
will carry over to the next page.
% b. Do not number the first page, number only succeeding pages.
Subj: "REPEAT THE SUBJECT EXACTLY AS IT IS WRITTEN ON THE FIRST PAGE OF THE LETTER"

The second and succeeding pages of a standard letter look like this:

(1) Start typing on the sixth line (1-inch top margin). Repeat the subject line.

(2) Continue the text on the second line below the subject line.

"Copy to" addressees appear on all copies. "Blind copy to" addressees, as well as the identity of the writer and typist, appear on internal copies only.

A standard letter uses no complimentary close.

NAME OF SIGNER
By direction

Copy to:
SNDL number and/or short title of information addressee
SNDL number and/or short title of second information addressee
Proper Email Etiquette

1. Email allows individuals and activities to exchange information via computer. You may use it for informal communications in place of a telephone call or text message.

2. The Subject line of the email shall be professional and contain a concise description of the contents of the email. If the email is urgent and must be read as soon as possible by the recipient, it shall be written like the following:

   URGENT: Subject

3. All emails shall begin with the proper greeting of the day. The following are examples of how an email should be headed.

   Good Morning Sir,

   Good Afternoon Gentlemen,

   Good Evening Ma'am,

   Good Evening MIDN,

4. The content of the email shall remain professional and contain all necessary and pertinent information that is being passed to the recipient.

5. Upon the completion of writing the main content of the email, it is necessary to properly close the email.

   a. When speaking to someone junior, close with "Respectfully," or "R/"

   b. When speaking to a superior, close with "Very Respectfully," or "V/r,"